

## FCT discount workflow

### Gold open access journals

#### RightsLink Author Payment Portal

SAGE has partnered with Copyright Clearance Center (CCC) who provide us with RightsLink Author, an article processing charge (APC) collection platform for our gold open access journals.

If an author's article is accepted after peer review, it moves from SAGE's peer review system to its production system. At this point, the corresponding author will be sent a payment email containing a link to the RightsLink Author Payment Portal. The link leads the author to their author charges estimate page – like this one:

The screenshot displays the 'CHARGES ESTIMATE' page in the RightsLink Author Payment Portal. At the top, the journal title 'Therapeutic Advances in Neurological Disorders' is shown. Below it, publication details are listed: Publication: Therapeutic Advances in Neurologi..., Publisher: SAGE Publishing, Author: [blank], ORCID® ID: [blank], Institution: [blank], Institution ID: [blank], Manuscript DOI: [blank], Manuscript ID: [blank], Publication Date: [blank], and OA License(s): CC BY-NC. A yellow banner indicates that initial discounts have been passed based on information from the publisher, with a link to 'Apply Discounts'. The main section shows a table of charges: 'Open Access charge' (1,480.00 GBP) and 'Article Processing Charge: APC' (1,480.00 GBP), with a 'TOTAL' of 1,480.00 GBP\*. A 'View details' link is provided. At the bottom, there are two buttons: 'APPLY DISCOUNTS' and 'PAYMENT OPTIONS'. Below the 'APPLY DISCOUNTS' button, instructions are provided for entering promo and OAPA codes and contacting SAGESupport@copyright.com for queries. Below the 'PAYMENT OPTIONS' button, a note states 'To complete your transaction, proceed to Payment Options.'

Below this, the article processing charge amount is displayed, and authors can apply discount codes and process payments.

FCT affiliated corresponding authors should contact their library to request the FCT discount code. The corresponding author can also email [apcqueries@sagepub.co.uk](mailto:apcqueries@sagepub.co.uk) to request the code.

Once they have the code (FCCN OA GOLD), the author should follow the below instructions: -

1. Click 'Apply Discounts'.

The screenshot shows the top section of a journal submission page. The journal title is 'Therapeutic Advances in Neurological Disorders'. The article title is 'Combined walking outcome measures identify clinically meaningful response to PR-fampr...'. The publisher is SAGE Publishing. Below this is a 'CHARGES ESTIMATE' section. It includes a welcome message and a table of charges. The table shows an 'Open Access charge' of 1,480.00 GBP, which is the 'Article Processing Charge (APC)'. The 'TOTAL' is also 1,480.00 GBP. A red circle highlights the 'APPLY DISCOUNTS' button located below the charges table. To the right of the button is a 'PAYMENT OPTIONS' button. Below the buttons, there is a note about applying discounts and a link to 'SAGESupport@copyright.com'.

2. An 'Apply Discounts' window will open. In the 'Promo code' box, enter the FCCN discount code (FCCN OA GOLD). Next, click 'Apply Discounts', then close the Apply Discounts window.

The screenshot shows the 'APPLY DISCOUNTS' window. It has a title bar with a close button (X). The main heading is 'APPLY DISCOUNTS'. Below the heading is a paragraph: 'Please review and update the information below. Once you click Apply Discounts, valid discounts will be applied to your charge.' There are two sections: 'Country discount: Not applied' and 'Promotion campaign discount: Not applied'. The 'Country discount' section has a dropdown menu set to 'Spain' and a note: 'This country does not qualify for a discount'. The 'Promotion campaign discount' section has a text input field labeled 'Promo code' and a blue 'Enter' button. A red box highlights the 'Promo code' input field. A red arrow points from the 'Enter' button to the 'APPLY DISCOUNTS' button, which is also highlighted with a red box.

3. The author will see that the article processing charge (APC) rate has been discounted by 20%. The author can now proceed by clicking "Payment Options"

4. The author will now be prompted to log-in or register an account with Copyright Clearance Center (CCC).
5. Once the author has logged in or registered, they will be able to choose to pay via credit card or invoice.

### Exceptions

Some of SAGE's journals do not use the RightsLink Author portal to collect article processing charges (APCs). For journals that use PayPal or invoicing, authors should email the journal's editorial office quoting the FCCN code when payment is requested. SAGE will then apply the 20% discount to the APC.

## SAGE Choice (Hybrid Open Access)

1. The author or institution should email [openaccess@sagepub.com](mailto:openaccess@sagepub.com) to request SAGE Choice after their article has been accepted for publication. The email should include the article title, journal name, manuscript id and the corresponding author's institutional affiliation.
2. The corresponding author will then be sent the open access contributor form. (An example of the form can be found below. Note that some journals have their own contributor forms so these may differ slightly from the below example)
3. The author must complete the form using Adobe Reader or Adobe Acrobat.
4. The code **FCCN 2019** should be entered into the relevant section of the form. (see below)
5. The author should then select the licence required. Most journals offer CC BY-NC as default, with CC BY when required by the funding institution only.
6. The author must sign the form and return by reply. The author will also need to provide invoice information.
7. The corresponding author and article will be checked for eligibility by SAGE.
  - a. The corresponding author must be affiliated with a FCT member institution. SAGE will check the author's affiliation as declared on submission and email domain to check for an affiliation.
  - b. The article must be accepted for publication in a journal which is part of the subscription package held by the corresponding author's affiliated FCT institution.
  - c. The article must have entered SAGE's production system (SMART) on or after 1<sup>st</sup> January 2019 and on or before 31<sup>st</sup> December 2021.
8. If the above criteria are met, then corresponding author will then be sent an invoice for the article processing charge (APC) using the details provided previously. The invoice will be for 200 GBP with the FCCN discount applied.

Authors can contact [openaccess@sagepub.com](mailto:openaccess@sagepub.com) if they have any questions about the above process.

## Example SAGE Choice contributor form

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<small>To be completed by the owner of copyright in the Contribution</small>		
<b>Title of Article</b>	:	_____
<b>Journal</b>	:	_____
<b>All Author(s)</b>	:	_____
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Please read the notes attached, then complete, sign and return this Agreement to the **Journal's Production Editor**.

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<small>* Discounts/special journal pricing may apply: _____</small>	<b>Promo Code:</b> _____
<small>(If applicable, this section will be filled in by the Journal's Production Editor and is subject to final approval by SAGE)</small>	

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